

## **Mission**

To provide effective and efficient services with integrity and a strong commitment to excellence.

## **Business Strategy**

The Administration Office provides overall guidance and coordination for the divisions and sections within the Public Safety Department. They are:

Emergency Communications/E-911  
Emergency Management  
EMS/Fire/Rescue  
Animal Services

This Division coordinates activities between the divisions, distributes and assigns projects, and responds to requests from the public, other governmental agencies, the County Manager, and the Board of County Commissioners.

## **Objectives**

Demonstrate leadership and provide vision in developing short and long-range planning for the delivery of public safety services.

Coordinate resource management of administrative support functions for the divisions and sections within the department.

Monitor fiscal resources and maintain financial records department-wide.

Maintain personnel and departmental reporting records. Coordinate employee relations within the department.

